

## QUARTERLY COMPUTER AND UPS MAINTENANCE

### A. QUARTERLY COMPUTER MAINTENANCE

#### A.1 **Remove unneeded files and applications:**

- A.1.1. Survey the desktop for extraneous files and delete them.
- A.1.2. Empty the 'Recycle Bin' by double clicking on the desktop icon and deleting all files.

#### A.2 **Disk clean up:**

- A.2.1. Select 'Disk clean up' (it will be an icon on the desktop or can be selected from the Start menu.)
- A.2.2. A window with a drop down menu for each available drive will pop up. Highlight the 'C' drive (usually the first drive listed) and select 'OK'. The Disk clean up window will appear.
- A.2.3. Once the 'suggested files to delete / compress' pop-up appears, select 'OK', then 'Yes'.
- A.2.4. The utility will now perform the clean up. This step may take several minutes.

#### A.3 **Defragment the hard drive:**

- A.3.1. Select 'Disk defragmenter' (it will be an icon on the desktop or can be selected from the Start menu).
- A.3.2. Fill out the Computer and UPS maintenance forms (DOC ID [1799](#)).

### B. QUARTERLY FRANEK UPS MAINTENANCE

- B.1 Push and hold the 'test' button, release when the UPS beeps and switches to battery mode.
- B.2 Observe that the battery mode is activated and functioning – green lights indicate passing.
- B.3 If the lights are not green, maintenance may be required.

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B.4 Fill out the Computer and UPS maintenance forms (DOC ID [1799](#)).

**C. QUARTERLY APC UPS MAINTENANCE**

C.1 Use the down button to navigate to “Main Menu: Test & Diags”

C.2 Click “←”.

C.3 Click “←”.

C.4 Click the down button until “yes”.

C.5 Click “←”.

C.6 The system will show “in progress” and then “passed” if no maintenance is required.

C.7 Fill out the Computer and UPS maintenance forms (DOC ID [1799](#)).

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